



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2011-12**

The U.S. Consulate in Kolkata is seeking an individual for the position of Painter cum Mason in the General Services section:

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

OPEN TO: **All Interested Candidates**

POSITION: Painter cum Mason, FSN-1210-04, CLA-526035

OPENING DATE: July 15, 2011

CLOSING DATE: July 29, 2011

WORK HOURS: Full-time; 48 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-AA
Ordinarily Resident: Grade: FSN-4*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

1. The incumbent has a joint responsibility to perform duties of a Painter cum Mason which includes but not limited to perform maintenance, repair and construction of masonry and painting works in all Government Owned and Short Term Lease properties at post under direct supervision of Maintenance Supervisor, CLA-526002. Work assignments are initiated by oral instructions or written work orders and are checked during the course of execution and upon completion by superiors.

A. Painting Responsibility:

Performs maintenance and repairs preparing surfaces for painting and finishing in Government Owned and Short Term Lease properties; applies undercoats and finish coats using the full range of application methods and materials; mixes and matches prints and finishes using lacquers, enamels, epoxies, paint removers and related materials; skillfully applies their properties and applications, applicable code requirements; follows methods and practices for the maintenance of tools, machinery and equipment; observes occupational hazards of the painting trade, labels, as a precautionary measures, to all working materials in the painting shop. Prepares surface of walls, floor, frame works and equipment for painting including pipes, valves, pumps, motors and related machinery in plant room, office and residential facilities by scraping, blasting and patch surfaces as needed; operates an electric sander, grinder and pressure washer to sand and water clean walls prior to painting. Uses brush, roller or spray gun to apply paint, varnish, shellac, enamel, lacquer or other protective finishes to walls, cabinets and other areas in need of paint. Mixes and tint paints to match existing colors; works with various hazardous coatings including

epoxies, urethanes, coal, tar, mastics and solvents; safety applies hazardous coatings in confined areas. Tapes and textures drywall, hangs paper using hand towels and spray texture machines; repairs or replaces exterior stucco surfaces using spray equipment. Utilizes, maintains and cleans a variety of painting materials, tools and equipment including aerial lifts, compressors, sprayers, sanders and cleaning equipment; constructs and moves small size scaffolding, ladders and platforms. Properly maintains painted areas in presentable condition; ensures that all flammable liquids and chemicals are stored and used under appropriate and safe conditions.

B. Masonry responsibility:

Inspects and identifies source of water leakage, opens cracks and repairs with waterproofing compound/caulking compounds, applies waterproofing compounds on terrace roofing or walls, mixes termite control approved pesticides with sand, cement mixtures when required. Constructs or repairs block and/or brick catch basins, drops inlets, retaining walls, support structures, etc.; performs finish concrete work, installs concrete reinforcing steel, places concrete, mixes mortar, brick work, assists to erect staging or scaffolding if the job requires it, screens sand, mixing it with cement and water to obtain necessary consistency; adds coloring substance to mortar to match stone color if required; checks plumb and level of masonry work; erects wooden or metal supports to hold repair in place during setting time; smoothes cement mortar and removes excess material with trowel; recommends needed repairs estimating man hour requirements and material needs for each job; performs related work on other stone structures such as tiled floor, building facade, ornamental edges etc.; constructs forms for concrete, partitions, minor cabinetry, etc.; Prepares surfaces prior to beginning work. Fabricates, alters, repairs, and maintains walls, sidewalks, street curbs, floors, bathroom showers, sink counters, partitions, manholes, and other related structures or surfaces. Lays building materials, including concrete and brick, and constructs or repairs surfaces or structures in typical working conditions include restricted movement, dirty environment, and extreme temperatures, lifting or carrying heavy objects. Following blueprints, plans, or drawings, lays blocks or bricks at site. Determines work requirements and sequence of masonry/tile assignments through review of work orders, plans, or drawings. Uses chalk lines, plumb bobs, tapes, squares, and levels. Mixes cement using hoes, cement-mixing equipment, and/or hand tools, jointers, straightedge; works on expansion joints and edges. Cuts or breaks bricks and concrete using hammers, powered abrasive saws, paving breakers, drills, and/or hand tools. Provides estimates for materials and labor.

Incumbent accounts for tools, and materials, turns in defective material etc. to the Supply Room; reports to the Supervisor for materials as required. Follows safety instructions and directives on painting and masonry procedures for residential and office compounds; escorts contractor workmen on assigned projects; provides assistance in various other maintenance areas when required; keeps work area safe and clean, escorts/oversees contract workers performing major civil jobs; performs other tasks as directed by the Supervisor.

QUALIFICATIONS REQUIRED

1. Studied up to class 8th standard in a recognized high school. Two years vocational training as an apprentice in a large commercial firm.

2. 5 years of painting and masonry experience in a large commercial or residential complex.
3. Level II in English, Hindi and Level III Bengali reading, writing and speaking is required.
4. Must be familiar with the trade practice and use of all kinds of paints, primer, putty, masonry repairs, constructions, maintenance etc. Should know about the renowned paint manufactures, operating method of power driven painting tools and accessories, use of hand tools, their maintenance and storage procedures. Must have knowledge on scaffolding installation, bracing/locking procedures and work safety.
5. Should be able to read and understand manufacturer's technical specification labeled on paint containers and packing boxes. Must have the ability to determine type of paint to be used and manner of repairing surfaces and be skilled in the application of paint coats etc.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

American Consulate General
Management Office
Attention: Ellen C. Langston
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm.

Or

E-mail application to: HROKolkata@state.gov

Please insert "VA# 2011-12 (Vacancy Announcement Number) and CLA-526035 (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

C. T. Adams
Telephone: 3984-2419
FAX: 2282-2335

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work

- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government Vehicle Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership & Recognition
- S. Language Skills
- T. Work Experience
- U. References

All applications for the Subject announcement must be received by **July 29, 2011**.

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared/Approved: GSO: Elizabeth E. Kozlow